

Maine Clean Election Act Candidate  
**VENDOR FORM**  
for New Candidates & for Updates for Previous Candidates

**Please Note:**

**PLEASE PRINT CLEARLY**

In order to receive MCEA funds, all MCEA candidates must become “vendors” in the state’s accounting system.

**Return this form to:**

Lynn Ware  
Department of Administrative and Financial Services  
Division of Financial and Personnel Services  
74 State House Station, Augusta, Maine 04333

**\* = MUST BE COMPLETED TO PROCESS**

**ONLY ONE NAME/VENDOR PER FORM**

New Vendor <input type="text"/>	Address Change <input type="text"/>	Multi Address <input type="text"/>	Name Change <input type="text"/>	Contact Update <input type="text"/>	EIN Change <input type="text"/>
Social Security Number*			EIN for Campaign*		
<div style="display: flex; justify-content: space-between;"><span><b>S#</b></span><span><b>B</b></span></div>			<div style="display: flex; justify-content: space-between;"><span><b>E#</b></span><span></span></div>		
Individual			Please enter only a campaign EIN in this area.		

**OR**  
**Please fill in ONE.**

**This form will affect all transactions with ALL state agencies.**

**NEW:\***

Address where check is to be sent:

Name*
DBA or C/O
Address*
Tel #*

**OLD:**

Old number:

Name
DBA or C/O
Address
Tel #

Signature\*

Contact Name

Print Name or Title

Phone Number for Contact Name

Date\* (within 3 months)

Information on State Agency Submitting Vendor Form

DAFS # 74	Lynn Ware, Accounting Technician	207-624-7393
State Agency & SHS #	Contact Person Name & Title	Telephone #

# Maine Clean Election Act Candidate

## Vendor Form Instructions

Please note: If you were a Maine Clean Election Act candidate in the 2004 election cycle and there are no changes to the information on the form, you do not have to complete a vendor form for the 2006 election cycle. If the payee name, address or contact information has changed since 2004, please submit a new form.

1. Please print clearly.
2. All areas marked with an asterisk (\*) must be completed in order for you to become a vendor.
3. Mail completed form to: Lynn Ware, DAFS, 74 State House Station, Augusta, Maine 04333.  
Please expect an average of 5 days to process.
4. Please do not fax completed form *(unless told to do so for urgent reasons. Please contact the Commission staff at 207-287-4179).*

FIELD	INFORMATION NEEDED FOR FIELD
<b>Boxes above SSN/EIN</b>	Check the box(es) that are applicable. If you are a new vendor, only one will apply: "New Vendor".
<b>Social Security or EIN for Campaign</b>	Enter the social security number of the candidate or the campaign employer identification number, but not both.
<b>New</b>	If you are a new vendor, complete this section. If you are a vendor from the 2004 election cycle and the information on the form has changed, fill out the "New" and the "Old" sections.
<b>Old</b>	Leave this section blank if you are a new vendor. If you are updating any information from the 2004 election cycle, enter the old information here.
<b>Name</b>	Enter the candidate's name.
<b>DBA or C/O</b>	Enter the campaign committee name (optional).
<b>Address</b>	This is the address where MCEA funds will be sent. If EFT is used, this is the address where EFT verifications will be sent.
<b>Tel #</b>	Phone number of the candidate.
<b>Signature</b>	The candidate signs here.
<b>Date</b>	Enter the signature date. The date cannot be more than 3 months old when received by Lynn Ware in Division of Financial and Personnel Services.
<b>Contact Name</b>	Enter the candidate's or treasurer's name.
<b>Phone #</b>	Enter the phone number of the "Contact Name".